Request for Proposals to Host the ILTS Congress in 2027

Introduction

The International Liver Transplantation Society (ILTS) is a young, vibrant growing organization of approximately 1,800 international members belonging to a multidisciplinary cadre of specialists and healthcare providers. The ILTS mission is to promote and disseminate multidisciplinary scientific advances in liver transplantation worldwide.

History of recent ILTS Congresses:

2009  New York, USA  
2010  Hong Kong, China  
2011  Valencia, Spain  
2012  San Francisco, USA  
2013  Sydney, Australia  
2014  London, UK  
2015  Chicago, USA  
2016  Seoul, South Korea  
2017  Prague, Europe  
2018  Lisbon, Portugal  
2019  Toronto, Canada  
2020  Cancelled  
2021  Virtual  
2022  Istanbul, Turkey  
2023  Rotterdam, Netherlands  

Confirmed future destinations:  
2024  Houston, United States of America  
2025  Singapore, Republic of Singapore  
2026  Geneva, Switzerland  

The ILTS Congress attracts approximately 1,500 attendees each year.
Request for Proposals

ILTS is requesting proposals to host the **ILTS 2027 Congress**. To ensure geographic rotation of the Congress, please note that the 2027 host city will come from North & Central America. The United Nations geographic regions classification is used to define which region countries are part of.

Procedure and Timeline

Bids should be submitted by a Local Convenor.

A Local Convenor is a current ILTS Member acting as an ambassador for a city to host the ILTS Congress. Local can be defined as either living in the host city or the host country. The Local Convenor will not be required to make any contractual commitments and will not receive any financial compensation – either personally or for their institution. Their responsibilities include:

- submitting the initial bid
- supporting the generation of exhibition and sponsorship revenue
- securing local/national financial subvention and benefits-in-kind
- supporting local/national attendance promotion
- supporting the Congress Secretariat as required in developing local initiatives and partnerships

K.I.T. Group is the core professional conference organizer and Congress Secretariat for ILTS and will be responsible for analyzing bids, contracting the venue and organizing the Congress.

Submission Format

The proposal should be submitted in the form of a bid book. The book should not exceed 20 pages and should only be sent in electronic format (pdf).

The bid book should include and describe the following:

- Information on the interest and commitment of local respected scientists in supporting the ILTS 2027 Congress and of links/relationship between the host city and/or host country and the field of liver transplantation.
- Proposed meeting dates in May 2027, avoiding if possible any clash with major national or international events in hepatology and organ transplantation (EASL, AASLD, TTS, ESOT, ATS, etc.), major events taking place in the host city at the same time (e.g. marathon, city festival etc.), public holidays and major religious holidays (e.g. Passover, Easter,
Ramadan). **There should be an option on the proposed dates until July 25, 2024.**

- A presentation of the proposed destination with information about accessibility, hotel capacity/offering, visa regulations and city.
- A presentation of the proposed venue including the location, contact details of sales representatives, accessibility with public transportation, and details of other international congresses of a similar size that have held their Congresses at the venue.
- A presentation of the proposed allocation of space for ILTS 2027 (meeting rooms and exhibition space) indicating how it meets the requested capacity.
- A budget including rental costs, audiovisual costs and mandatory costs.
- A proposal indicating the financial support that can be provided by the venue/city, for example, in the form of direct subvention paid to ILTS, benefits-in-kind including complimentary local transportation, complimentary or subsidized social events, welcome desks at the airport etc.
- The financial success of the Congress is essential to provide funds to support ILTS’s wide range of activities. Local conveners (local hosts & convention bureau), in collaboration with the K.I.T. Group and Executive Committee, should outline how they would generate a minimum of USD 400,000 in local/national Industry funding, providing details of specific companies, existing relationships and any potential initiatives that could assist in activating Industry support.
**Congress Requirements**

**Financial commitment**

The destination and local conveners are mandated to commit in writing to ILTS a minimum fundraising goal of USD $400,000 from industry, partners, local connections, and networks. Furthermore, they are instructed to introduce the congress PCO (K.I.T. Group) to local and national networks to facilitate sponsorship and explore other potential revenue opportunities.

**Venue-related requirements**

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Days</th>
<th>Our Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Theatre approx - sqm - Gross approx</td>
</tr>
<tr>
<td>Storage</td>
<td>Monday-Saturday</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>Registration set-up</td>
<td>Monday-Tuesday</td>
<td>1.5</td>
<td>100</td>
</tr>
<tr>
<td>Registration</td>
<td>Tuesday PM - Saturday am</td>
<td>4.5</td>
<td>100</td>
</tr>
<tr>
<td>Organiser Office</td>
<td>Monday-Saturday am</td>
<td>6</td>
<td>50</td>
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<tr>
<td>Exhibition set-up (includes F&amp;B, posters and exhibition)</td>
<td>Monday- Wednesday am</td>
<td>2.5</td>
<td>2.000</td>
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<tr>
<td>Exhibition event (Breakdown Friday evening)</td>
<td>Wednesday pm - Friday</td>
<td>2.5</td>
<td>2.000</td>
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<tr>
<td>Speaker preview set-up</td>
<td>Monday-Tuesday</td>
<td>2</td>
<td>80</td>
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<tr>
<td>Speaker preview + Lounge</td>
<td>Wednesday-Saturday am</td>
<td>3.5</td>
<td>80</td>
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<tr>
<td>Session rooms (1 to 5) set-up</td>
<td>Tuesday (all day)</td>
<td>1</td>
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<tr>
<td>Session Room 1 event</td>
<td>Wednesday-Saturday am</td>
<td>3.5</td>
<td>800 Theatre</td>
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<tr>
<td>Session Room 2 event</td>
<td>Wednesday-Friday</td>
<td>3</td>
<td>500 Theatre</td>
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<tr>
<td>Session Room 3 event</td>
<td>Wednesday-Saturday am</td>
<td>3.5</td>
<td>300 Theatre</td>
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<tr>
<td>Session Room 4 event</td>
<td>Wednesday-Friday</td>
<td>3</td>
<td>250 Theatre</td>
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<tr>
<td>Session Room 5 event</td>
<td>Wednesday-Friday</td>
<td>3</td>
<td>150 Theatre</td>
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<tr>
<td>Committee Room 1</td>
<td>Tuesday-Friday</td>
<td>4</td>
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<tr>
<td>Committee Room 2</td>
<td>Wednesday-Friday</td>
<td>3</td>
<td>20 Boardroom</td>
</tr>
<tr>
<td>Committee Room 3</td>
<td>Wednesday-Friday</td>
<td>3</td>
<td>20 Boardroom</td>
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<tr>
<td>Committee Room 4</td>
<td>Wednesday-Friday</td>
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<td>20 Boardroom</td>
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<tr>
<td>Committee Room 5</td>
<td>Wednesday-Friday</td>
<td>3</td>
<td>20 Boardroom</td>
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</table>

**Important:** The venue and/or city convention bureau should contact Alex Meyrieux, Account Director of ILTS congresses, for the full specifications: ameyrieux@kit-group.org. The deadline to submit a bid is **March 21, 2024**, at 12:00 CET. Late submissions will not be accepted.

**Decision-making process**

The ILTS Executive Committee will **shortlist a maximum of three cities** on April 3, 2024 from the bids received for 2027.

Selection will be based on:

- ILTS strategic considerations (outreach, membership engagement and growth etc).
- Financial proposal (budget)
- Ability of city/country to attract attendees and exhibitors/sponsors (accessibility, attractiveness etc.)

**Decision:**

The proposals of the shortlisted cities will receive a thorough analysis and will ideally include a site visit from the Congress Secretariat. The final decision will be taken at the ILTS Congress Council Meeting in Houston, United States of America, on **April 30, 2024**.
Local Convenors are invited to attend in person the meeting on May 30, 2024, in Houston, to present their bid in a 10-minute bid presentation to the Council, in alphabetical order, followed by a 5-minute Q&A, in individual closed sessions.

Each voting Council member will cast a vote, by secret ballot. A simple majority is needed for the Council decision. In the event no one wins by a simple majority in the first vote, a second ballot will be conducted to select between the two applicants gaining the most votes in the first vote.